

PUBLIC RECORDS REQUEST INFORMATION AND INSTRUCTION SHEET

Non-Commercial Request

1. Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours (8:00 a.m. to 5:00 p.m., Monday – Friday).
2. To request inspection and/or copies, printouts or photographs of public records, please complete the top portion of the form on the reverse, and present it to the department that has the records requested. Please be specific so that the records can be easily identified.
3. The City will charge an amount per page approximately equal to the cost of reproducing the requested material. Such amount should be paid prior to receipt of the materials. Any checks should be made payable to: City of Scottsdale

Commercial Request

1. If the request is for commercial purposes, the bottom gray portion of the form should be completed and notarized. A “commercial purpose” is:

Use of a public record for purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt or monetary gain from the direct or indirect use of such public record.
2. Charges for a commercial request shall include:
 - a. A portion of the cost to the City for obtaining the original or copies of the documents, printouts or photographs to be reproduced,
 - b. A reasonable fee for the cost of time, equipment, and personnel in making the copies, and
 - c. The value of the reproduction on the commercial market.
3. Please note that if the requester obtains records for a commercial purpose without indicating the commercial purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, he or she will be liable for damages in the amount of three times what the City could have charged had it known, plus costs and attorneys fees. A.R.S. § 39-121.03(C). If a false statement is given, the requester can also be guilty of a felony. A.R.S. § 39-161.